

Draw request for: \_\_\_\_\_ Draw Number: \_\_\_\_\_  
 Property Address: \_\_\_\_\_ Loan Number: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ File Number: \_\_\_\_\_

All items must be supported by statement or Lien Release, No Pay-Outs will be processed without Social Security Numbers or Current W-9 information. The lender is solely responsible for approving the items listed herein.

	Labor	Material	Partial	Full
Pay to: Hogan Land Title Company \$ _____ Address: _____ SSN: _____				
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Pay to: Hogan Land Title Company \$ _____ Address: _____ SSN: _____				

**Total Disbursements: \$** \_\_\_\_\_

Owner \_\_\_\_\_ Date \_\_\_\_\_ Owner \_\_\_\_\_ Date \_\_\_\_\_

Contractor \_\_\_\_\_ Date \_\_\_\_\_ Bank Approval By: \_\_\_\_\_ Date \_\_\_\_\_

**Under penalty of perjury the above signor is stating that all payments listed herein are for the property address described above.**

Disbursing Procedures are as follows

*We no longer accept fax or email draw request.*

- When completing a draw request form...Please make sure the Owner's name, Contractor's name and the property address is on the form.
- The Owners original signature is required before the request can be submitted to the bank, as well as the Contractor.
- Make sure draw request & invoices are legible...these items have to be faxed to the lender.
- List all vendors and the dollar amounts that are to be paid.
- ALL ORIGINAL SUPPORTING INVOICES are to be attached to draw request form for each vendor listed.
- Please submit the invoices with the statement.
- The property address, Date, & Description of the work performed must be on the invoice.
- If you are requesting a reimbursement...INVOICES MUST be submitted for the dollar amount requested, along with a paid vendor receipt or copy of front and back of canceled check and...
- Signed lien waiver for invoices \$500.00 or more.
- NO INVOICES WILL BE ACCEPTED UNLESS WITH A DRAW REQUEST
- If a check is not marked for pick up, it will be mailed.
- 2 BUSINESS DAYS are required to complete a draw request. Should a problem or question arise from our title update or physical inspection, additional time may be required.